

## MEETING #1 - January 4

At an Organizational Meeting of the Madison County Board of Supervisors on January 4, 2021 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Member  
Carty Yowell, Member  
Charlotte Hoffman, Member  
Amber Foster, Member  
Jack Hobbs, County Administrator  
Sean Gregg, County Attorney  
Jacqueline S. Frye, Deputy Clerk

ABSENT: Kevin McGhee, Member

### **1. Call to Order/Determine Presence of a Quorum**

Sean Gregg, County Attorney, serving as the Parliamentarian, called the 2021 Organizational meeting to order. A quorum was established.

### **2. Pledge of Allegiance & Moment of Silence**

### **3. Description of Meeting & Election Procedures**

The Parliamentarian provided a brief overview of the meeting and election procedures that will be utilized for today's session. Once a Chairman has been selected, this individual will complete the remaining agenda items for today's organizational meeting as noted.

### **4. Election of the Chairman**

The Parliamentarian opened the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Foster moved to nominate R. Clay Jackson as the Chairman, seconded by Supervisor Hoffman.

With no further nominations being brought forth, the floor was closed for nominations of a Chairman.

*Aye: Yowell, Foster, Hoffman, Jackson. Nay: (0). Absent: McGhee.*

### **5. Election of Vice-Chairman**

Chairman Jackson proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor Yowell moved to nominate Charlotte Hoffman as the Vice-Chair, seconded by Supervisor Foster.

With no further nominations being brought forth, the floor was closed for nominations for Vice-Chair.

*Aye: Jackson, Hoffman, Foster, Yowell. Nay: (0). Absent: McGhee.*

## 6. Adoption of an Agenda:

Chairman Jackson called for additions and/or adoption of today's Agenda.

Supervisor Hoffman moved to adopt the Agenda as presented, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, Foster, Yowell. Nay: (0). Absent: McGhee.*

## 7. Public Comment:

Chairman Jackson opened the floor for public comment.

With no further public comment being brought forth, the session was closed.

## 8. Consideration of An Organizational Resolution (#2021-1) for calendar Year 2021:

- i. Bylaws
- ii. Code of Ethics
- iii. Freedom of Information Act Policy
- iv. Personnel Policy
- v. Purchasing and Surplus Asset Policy

The County Administrator advised that he had adjusted to the Purchasing & Surplus Asset Policy in several areas; also advised that if the Board deems it necessary to adjust any of the adopted policies, this can be done accordingly.

Supervisor Yowell moved that the Board adopt Resolution #2020-1 [Organizational Resolution], seconded by Supervisor Foster. Aye: Jackson, Hoffman, Foster, Yowell. Nay: (0). Absent).

The Resolution reads as follows:

### A RESOLUTION TO ADOPT AND EFFECT AN ORGANIZATIONAL PLAN FOR THE MADISON COUNTY BOARD OF SUPERVISORS FOR THE JANUARY 1, 2021 – DECEMBER 31, 2021 CALENDAR YEAR

#### Resolution #2021-1

**WHEREAS**, various provisions of Code of Virginia and Madison County ordinances and policies as well as tradition indicate that the Madison County Board of Supervisors should take certain actions following and election and/or during its first meeting every calendar year,

**NOW, THEREFORE, BE IT RESOLVED** by the Madison County Board of Supervisors that the following organizational plan shall apply for the January 1, 2021 – December 31, 2021 calendar year:

#### I. Bylaws

The Madison County Board of Supervisors Bylaws and Rules of Procedure for 2021 are

hereby adopted by reference.

**II. Code of Ethics**

The Madison County Board of Supervisors Code of Ethics for 2021 is hereby adopted by reference.

**III. Freedom of Information Act Policy**

The document titled The Rights of Requesters and the Responsibilities of Madison County under the Virginia Freedom of Information Act is hereby adopted as the Madison County Freedom of Information Act policy.

**IV. Personnel Policy**

The document entitled Madison County, Virginia Personnel Policies, originally effective on March 10, 2020 and revised on May 12, 2020 and August 11, 2020, is hereby adopted.

**V. Purchasing and Disposal Policy**

The Purchasing and Disposal Policy, originally effective on December 11, 2007 (and including the addition of the Surplus Asset Policy adopted on September 25, 2018, incorporation of the Policy on Credit Card Use, Meals, Mobile Telephones, Travel and Conferences affirmed on January 2, 2019, and updated per the Sec. 2-24. of the County Code is hereby adopted as the Purchasing and Disposal Policy.

**BE IT FURTHER RESOLVED** that it is the intent of the Madison County Board of Supervisors that each of the elements above is to be in effect until replaced, amended or repealed.

*This Resolution was adopted by the Madison County Board of Supervisors on January 4, 2021.*

**9. Committee, Liaison and Other Appointments (Frye):** A detailed list of appointments for all boards/commissions/authorities was presented for review and consideration.

The following changes were requested:

- a. School Capital Improvement Plan Committee: ~~Remove Supervisor Foster~~ and ~~Add Supervisor Yowell~~
- b. Tourism Committee: ~~Remove Supervisor Foster~~ and ~~Add Supervisor Jackson~~
- c. Planning Commission Liaison: ~~Add Supervisor Yowell~~ as a second Board Representative

The Board of Supervisors was advised that an additional advertisement has been submitted for the IDA Board (1 seat) and RRCSB (1 seat).

The list of appointments that were reviewed and accepted is noted as follows:

Committee or Appointment	Appointee	Term Expires
Community Policy & Management Team	Charlotte Hoffman, Board Rep.	12/30/2021
Community Policy & Management Team	Brenda G Allen	12/31/2021
Community Policy & Management Team	Wade Kartchner	12/31/2021
Community Policy & Management Team	Valerie Ward	12/31/2021
Community Policy & Management Team	Jeannette Alexander	12/31/2021
Community Policy & Management Team	Taisha Chavez	12/31/2021
Community Policy & Management Team	Mary Jane Costello	12/31/2021
Community Policy & Management Team	Tiffany Woodward	12/31/2021
Park & Recreation Authority	Kendall Fears	12/31/2024
Park & Recreation Authority	Edwarren (Moonie) Frazier	12/31/2024
Park & Recreation Authority	Nathan Carter	12/31/2024
Topping Fund Committee	R. Clay Jackson, Board Rep.	12/31/2021
Topping Fund Committee	Amber Foster, Board Rep.	12/31/2021
Topping Fund Committee	Jack Hobbs	12/31/2021
Topping Fund Committee	Megan Ingram	12/31/2021
Topping Fund Committee	Greg Cave	12/31/2021
Tourism Committee	Lydia Hansen	12/31/2023
Tourism Committee	Lynn Graves	12/31/2023
Tourism Committee	Alan Webb	12/31/2022
Tourism Committee	Janine Jenson Oakerson	12/31/2022
Tourism Committee	Brent Lohr	12/31/2021
Blue Ridge Committee for Shenandoah Park Relations	Carty Yowell, Board Rep.	12/31/2021
Blue Ridge Committee for Shenandoah Park Relations	Kevin McGhee, Board Rep.	12/31/2021
Blue Ridge Committee for Shenandoah Park Relations	Bruce Bowman, Member	12/31/2021
Blue Ridge Committee for Shenandoah Park Relations	James Ballard, Alternate	12/31/2021
Central Virginia Economic Development Partnership	Jack Hobbs	12/31/2021
Central Virginia Regional Jail	Erik Weaver	12/31/2021
Central Virginia Regional Jail	Kevin McGhee	12/31/2021
Madison Extension Council	R. Clay Jackson, Board Rep.	12/31/2021
Piedmont Workforce Development Board	Amber Foster, Board Rep.	12/31/2021
Piedmont Workforce Development Board	Annette Hyde	12/31/2021
Rappahannock Juvenile Detention Center Board	Nancy Coppedge	12/31/2021
Rappahannock Juvenile Detention Center Board	Charlotte Hoffman (Alternate)	12/31/2021
Rappahannock Juvenile Detention Center Board	Mary Jane Costello (Finance Com.)	12/31/2021
Rappahannock River Basin	Carty Yowell	12/31/2021
Rappahannock Rapidan Community Services Board	Valerie Ward	12/31/2021
Rappahannock Rapidan Community Services Board	Amber Foster, Board Rep.	12/31/2021
Rappahannock-Rapidan Regional Commission	Charlotte Hoffman, Board Rep.	12/31/2021
Rappahannock-Rapidan Regional Commission	Jack Hobbs	12/31/2021
Rappahannock-Rapidan Food Policy Council	Brad Jarvis	12/31/2021
Regional Preparedness Advisory Committee for Interoperability	Brian Gordon	12/31/2021
Skyline Community Action Partnership (CAP)	Kevin McGhee, Board Rep.	12/31/2021
Skyline Community Action Partnership (CAP)	Peter Work	12/31/2021
Thomas Jefferson Area Criminal Justice (OAR)	Kevin McGhee, Board Rep.	12/31/2021

Thomas Jefferson Area Criminal Justice (OAR)	Clarissa Berry	12/31/2021
Thomas Jefferson EMS Council	Kevin McGhee, Board Rep.	12/31/2021
Thomas Jefferson EMS Council	Carty Yowell	12/31/2021
School Capital Improvement Plan Committee	R. Clay Jackson, Board Rep.	12/31/2021
School Capital Improvement Plan Committee	Carty Yowell, Board Rep.	12/31/2021
School Capital Improvement Plan Committee	Jack Hobbs, County Administrator	12/31/2021
Shenandoah Committee	Tracey Gardner	12/31/2021
Shenandoah Committee	Jack Hobbs	12/31/2021
Director of Emergency Management	R. Clay Jackson, Board Rep.	12/31/2021
Deputy Director of Emergency Management	Jack Hobbs	12/31/2021
Coordinator of Emergency Management	John Sherer	12/31/2021
Deputy Coordinator of Emergency Management	Brian Gordon	12/31/2021
Historical Society Liaison	Charlotte Hoffman, Board Rep.	12/31/2021
Madison County Fire Department Liaison	Amber Foster, Board Rep.	12/31/2021
Madison Town Council Liaison	R. Clay Jackson, Board Rep.	12/31/2021
Madison Town Council Liaison	Carty Yowell, Board Rep.	12/31/2021
Madison County School Board Liaison	Carty Yowell, Board Rep.	12/31/2021
Madison County School Board Liaison	R. Clay Jackson, Board Rep.	12/31/2021
Madison County Rescue Squad Liaison	Charlotte Hoffman, Board Rep.	12/31/2021
Madison County Library Board Liaison	Charlotte Hoffman, Board Rep.	12/31/2021
Planning Commission Liaison	R. Clay Jackson, Board Rep.	12/31/2021
Planning Commission Liaison	Carty Yowell, Board Rep.	12/31/2021
Tourism Committee Liaison	Clay Jackson, Board Rep.	12/31/2021

#### Planning Commission Vacancies

- The Board of Supervisors referred to the six (6) applications that have been received for the upcoming vacancies on the Planning Commission. By consensus, the Board of Supervisors requested that all six (6) planning commission applicants be asked to participate in an interview session beginning at 6:00 p.m. on Tuesday, January 12, 2021.

#### RRSCB Vacancy

- *Supervisor Foster: Advised that she will speak with Valerie Ward, Director of Social Services, to see if she can recommend a citizen to serve on the RRCSB.*

Supervisor Yowell moved that the Board approve the list of committees/boards/authorities as amended, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, Foster, Yowell. Nay: (0). Absent: McGhee.***

**10. Preparations for the January 6, 2021 Board Planning Session:** The County Administrator advised that the planning session is slated to begin at 5 p.m. on January 6, 2021; encouraged the member to be ready to entertain discussions.

- *Supervisor Yowell: Questioned if the goals being to be assessed with be for the Board or for the County Administrator;*

To which the County Administrator advised will be the decision of the Board of Supervisors.

**11. Correspondence:** The County Administrator advised that correspondence will be forthcoming to the members for the conflict of interest forms required by the Commonwealth; a FOIA training session will be hosted by the County Attorney on Wednesday, January 6, 2021 at 7:30 p.m.

*Supervisor Yowell: Advised that citizens have inquired as to when the COVID 19 vaccine will be available;*

John Sherer, Emergency Management Services Coordinator, was present and advised that emergency personnel and first responders will receive vaccines tomorrow; also advised that the Virginia Department of Health would like to host vaccine sites throughout the County by the end of the month. In closing, he noted that information can be posted (as received from VDH) to departmental social media webpages to keep the public informed of the vaccination process.

**12. Public Comment:**

Charles Michael Fisher, American Legion Post Commander, was present to thank the Board of Supervisors and the Parks & Recreation for transferring the legion property to the American Legion Post Home, Inc.; advised that the legion plans to fully utilize the property; also advised of the passing of longstanding legion members; encouraged veterans to consider joining the local legion post; thanked the Board members for serving the citizens of Madison County.

**13. Closed Session (if needed): Public Comment:**

**14. Adjourn** (*until Wednesday, January 6, 2021 at 5 p.m. for a Planning Work Session*)

With no further action being required by the Board, Supervisor Hoffman moved that the Board adjourn until Wednesday, January 6, 2021 at 5 p.m. for a Planning Work Session, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, Foster, Yowell. Nay: (0). Absent: McGhee.*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted: January 12, 2021

Copies: Board of Supervisors, County Attorney, Constitutional Officers

*Adopted Items:*

*Resolution #2021-1 [To Adopt & Effect an Organizational Plan for the Madison County Board of Supervisors for the January 1'2020 - December 31'2021 Calendar Year]*

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**Agenda**  
**Organizational Meeting**  
**Madison County Board of Supervisors**  
**Monday, January 4, 2021 at 9:00 a.m.**  
**County Administration Building, Auditorium**  
**414 N. Main Street, Madison, Virginia 22727**

1. Call to Order/ Determine Presence of a Quorum..... Parliamentary
2. Pledge of Allegiance & Moment of Silence..... Parliamentary
3. Description of Meeting & Election Procedures.....Parliamentarian
4. Election of the Chairman..... Parliamentary
5. Election of the Vice-Chairman..... Chairman
6. Adoption of an Agenda..... Chairman
7. Public Comment.....Chairman
8. Consideration of an Organizational Resolution for Calendar Year 2021..... Chairman
  - i. Bylaws
  - ii. Code of Ethics
  - iii. Freedom of Information Act Policy
  - iv. Personnel Policy
  - v. Purchasing and Surplus Asset Policy
9. Committee, Liaison and Other Appointments. .... Ms. Frye
10. Preparations for the January 6, 2021 Board Planning Session..... Mr. Hobbs
11. Correspondence ..... Mr. Hobbs
12. Public Comment .....Chairman
13. Closed Session (if needed)
14. Adjourn (*until Wednesday, January 6, 2021 at 5 PM for a Planning Work session*)